



EDI Implementation Guide

TRANSACTION SET

856

UCC128 ASN

REQUIREMENTS FOR THE 856 SHIP NOTICE

The objectives of these requirements are to verify that the following required information is agreed upon prior to testing the Advanced Ship Notice (856).

Office Depot will accept ship notices formatted in 2 structures:

- ➔ Pick and Pack (Vendor shipments to Cross Docks & CSC locations)
 - ➔ No Pack (Vendor shipments direct to stores)
- ❶ Vendor must test 850 (PO) first.
 - Contact the EDI Department at edi@officedepot.com, an EDI Analyst will be assigned to you.
 - ❷ ASN testing is based on PO EDI turnaround test.
 - ❸ Ship ID: Must be unique with every shipment (even if it is the same Purchase Order).
 - ❹ All Segments detailed in this document are required by Office Depot except:
 - 'PAL' segment.
 - 'REF' segment with a qualifier of 'CN'.
 - ❺ REF Segment
 - REF segment with a qualifier 'BM' - REF02 needs to contain a bill of lading number for a truck shipment or a tracking number for small package shipment (UPS, RPS, FEDEX, etc.). A separate ASN must be sent for each tracking number.
 - REF02-Bill of Lading number must be unique with every shipment (Even if it is the same Purchase Order)
 - ❻ Multiple Purchase Orders within one ASN are accepted only for the same location.
 - ❼ Line Item (LIN Segment & SN103) Must be the same on the ASN as it was on the 850 Purchase Order i.e. Unit of measure, Vendor Product Code, Office Depot SKU#, and UPC Code.
 - It is the vendor's responsibility to send back the appropriate Unit of Measure. Office Depot will not convert any Unit of Measures.
 - ❽ Backorders: No zero (0) quantities shipped (indicating backorders) are allowed on an Office Depot Advanced Ship Notice. When the backorder product is shipped, a new ASN must be sent.

- ⑨ 997 Acknowledgment: It is your responsibility to monitor that you receive a 997 for all ISA control numbers that you send Office Depot. If you do not receive one within 48 hours of transmission, call your EDI contact at Office Depot.

- ⑩ Test Data: It is expected that all data is tested and corrected according to our specifications prior to transmission to Office Depot.

REQUIREMENTS FOR THE UCC-128 SHIPPING LABEL

The objectives of these requirements are to verify that the following required information is agreed upon prior to sending the Advanced Ship Notice (856) with the UCC-128 Label.

- ❶ Vendor must contact Ken Lewis for UCC-128 label approval.
 - Ken Lewis 561-438-1450 kLewis@officedepot.com
- ❷ All shipments to cross dock (location example=3061, 3063) and CSC (location example=1082, 1135) locations must be in Pick & Pack format, and must include a unique UCC-128 bar code number on each pallet.
- ❸ In order to start shipping, the label must be approved and the 850 PO testing complete.

Sample human readable portion of an UCC-128 serial shipping container code with data structure identified

(00)	1	0077511	646390017	8
Application Identifier	Packaging Type	Vendor number as assigned by the UCC (same as the vendor # on their UPC code with an additional preceding zero)	A number assigned by the shipper that cannot be reused, and when combined with their company identification number makes the UCC-128 Unique	Check Digit

Position 3 (Packaging Type) in the UCC-128 bar code number must contain a value of '0' for small package shipping, '1' for a pallet or '2' for a truckload.

OFFICE DEPOT 850/856 PARTNER PROFILE



MAILING ADDRESS:		2200 Old Germantown Road	
		Mailcode: MIS3	
		Delray Beach, Florida 33445	
FAX NUMBER:		(561) 438-3503	
E-MAIL ADDRESS:		EDI@OFFICEDEPOT.COM	
NETWORK (VAN):		Sterling Commerce: Network (formerly Ordernet)	
		Note: Although Sterling is the preferred network, Office Depot will support transmission of documents with third party networks via interconnect through Sterling.	
Documents Sent by Office Depot	Release Supported	ISA Sender ID Production and Test	Group (GS) Sender ID Production and Test
850	4010	08:6123410000	ODEP001
Documents Received by Office Depot	Release Supported	ISA Receiver ID	Group (GS) Receiver ID
856 – No Pack	4010	12:4079942131	ODEP001
856 – Pick & Pack UCC128 Label	4010	12:4079942131	ODEP001
Parameters:	Element Separator		Hex A1 (~)
	Subelement Separator		Hex 7A (:)
	Segment Terminator		Hex 15

EDI TECHNICAL CONTACTS:

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Ship Notice/Manifest

FUNCTIONAL GROUP ID=**SH**

Office Depot will accept Ship Notices formatted in 2 structures:

Pick and Pack and No Pack

DATA SEGMENT SEQUENCE – Pick and Pack

Header

Seg. ID	Name	Req. Des.	Loop Repeat
ST	Transaction Set Header Segment	Mandatory	
BSN	Beginning Segment For Ship Notice	Mandatory	

Detail

Seg. ID	Name	Req. Des.	Loop Repeat
HL	Hierarchical Level – Shipment	Mandatory	HL/200000
TD1	Carrier Details (Quantity and Weight)	Optional	
TD5	Carrier Details (Routing Seq/Transit Time)	Optional	
REF	Reference Numbers	Optional	
DTM	Date/Time Reference	Optional	
N1	Name	Optional	HL/N1 200
N3	Address information	Optional	
N4	Geographic Location	Optional	
HL	Hierarchical Level – Order	Mandatory	HL/200000
PRF	Purchase Order Reference	Optional	
HL	Hierarchical Level – Tare	Mandatory	HL/200000
MAN	Marks and Numbers	Optional	
PAL	Pallet Information	Optional	
HL	Hierarchical Level – Item	Mandatory	HL/200000
LIN	Item Identification	Optional	
SN1	Item Detail (Shipment)	Optional	

Summary

Seg. ID	Name	Req. Des.	Loop Repeat
CTT	Transaction Totals	Optional	
SE	Transaction Set Trailer	Mandatory	

DATA SEGMENT SEQUENCE – No Pack

Header

Seg. ID	Name	Req. Des.	Loop Repeat
ST	Transaction Set Header Segment	Mandatory	
BSN	Beginning Segment For Ship Notice	Mandatory	

Detail

Seg. ID	Name	Req. Des.	Loop Repeat
HL	Hierarchical Level – Shipment	Mandatory	HL/200000
TD1	Carrier Details (Quantity and Weight)	Optional	
TD5	Carrier Details (Routing Seq/Transit Time)	Optional	
REF	Reference Numbers	Optional	
DTM	Date/Time Reference	Optional	
N1	Name	Optional	HL/N1 200
N3	Address information	Optional	
N4	Geographic Location	Optional	
HL	Hierarchical Level – Order	Mandatory	HL/200000
PRF	Purchase Order Reference	Optional	
HL	Hierarchical Level – Item	Mandatory	HL/200000
LIN	Item Identification	Optional	
SN1	Item Detail (Shipment)	Optional	

Summary

Seg. ID	Name	Req. Des.	Loop Repeat
CTT	Transaction Totals	Optional	
SE	Transaction Set Trailer	Mandatory	

Example 1: 856 Ship Notice/Manifest – Pick and Pack

ISA~00~00~XX~123456789~12~4079942131~000501~1426~U~00400~000000001~0~P~:
GS~SH~123456789~ODEP001~20000501~1426~1~X~004010.
ST~856~100001.
BSN~00~18339~20000501~1456~0001.
HL~1~~S.
TD1~~56~~~~~592~LB.
TD5~~2~CFCC.
REF~BM~12345.
DTM~011~20000501.
N1~SF~VENDOR.
N3~2111 OFFICE STREET.
N4~MIAMI~FL~33113.
HL~2~1~O.
PRF~3667382-0101.
HL~3~2~T.
MAN~GM~00100340860075232455.
PAL~6~~~2.
HL~4~3~I.
LIN~~VA~53401~IN~0303222~UP~051131069060.
SN1~~350~EA.
HL~5~3~I.
LIN~~VA~53405~IN~0303235~UP~50021200069395.
SN1~~10~EA.
CTT~5.
SE~23~100001.
GE~1~1.
IEA~1~000000001.

Example 2: 856 Ship Notice/Manifest – Pick and Pack (Multiple pallets within a Purchase Order and Multiple Purchase Orders within an ASN)

ISA~00~~00~~XX~123456789~12~4079942131~000501~1426~U~00400~000000001~0~P~:
GS~SH~123456789~ODEP001~20000501~1426~1~X~004010.
ST~856~100002.
BSN~00~1002489~20000518~1542~0001.
HL~1~~S.
TD1~~201~~~~~7007~LB.
TD5~~2~HJBL.
REF~BM~1002489.
DTM~011~20000501.
N1~SF~VENDOR NAME.
N3~2111 OFFICE STREET.
N4~MIAMI~FL~33113.
HL~2~1~O.
PRF~4803785-3061.
HL~3~2~T.
MAN~GM~00107228680010972483.
PAL~6~~~60.
HL~4~3~I.
LIN~~VA~F2A046-06~IN~0360522~UP~722868111239.
SN1~~1100~EA.
HL~5~3~I.
LIN~~VA~F8V107-3~IN~0430573~UP~722868244203.
SN1~~84~EA.
HL~6~2~T.
MAN~GM~00107228680010972738.
PAL~6~~~66.
HL~7~6~I.
LIN~~VA~F2A046-06~IN~0360522~UP~722868111239.
SN1~~420~EA.
HL~8~6~I.
LIN~~VA~F2A046-10~IN~0369652~UP~722868111246.
SN1~~680~EA.
HL~9~6~I.
LIN~~VA~F3A113-W~IN~0178016~UP~722868272107.
SN1~~42~EA.

Example 2: 856 Ship Notice/Manifest – (Continued)

HL~10~1~O.

PRF~4826331-3061.(2nd PO in ASN must be for same location)

HL~11~10~T.

MAN~GM~00107228680010974630.

PAL~6~--~75.

HL~12~11~I.

LIN~~VA~F2A046-06~IN~0360522~UP~722868111239.

SN1~~700~EA.

HL~13~11~I.

LIN~~VA~F2A046-10~IN~0369652~UP~722868111246.

SN1~~21~EA.

CTT~13.

SE~46~100002.

GE~1~101.

IEA~1~000000101.

Example 3: 856 Ship Notice/Manifest – No Pack

ISA~00~00~XX~123456789~12~4079942131~000501~1426~U~00400~000000001~0~P~:
GS~SH~123456789~ODEP001~20000501~1426~1~X~004010.
ST~856~100001.
BSN~00~18339~20000501~1456~0004.
HL~1~~S.
TD1~~56~~~~~592~LB.
TD5~~2~CFCC.
REF~CN~6444.
REF~BM~12345.
DTM~011~20000501.
N1~SF~VENDOR.
N3~2111 OFFICE STREET.
N4~MIAMI~FL~33113.
HL~2~1~O.
PRF~3667382-0101.
HL~3~2~I.
LIN~~VA~53401~IN~0303222~UP~051131069060.
SN1~~350~EA.
HL~4~2~I.
LIN~~VA~53405~IN~0303235~UP~50021200069395.
SN1~~10~EA.
CTT~4.
SE~21~100001.
GE~1~1.
IEA~1~000000001.

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Ship Notice / Manifest

Segment: **ST**
Level: *Header*

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
ST01	143	Transaction Set ID <i>Field Contents: 856</i>	M	ID	03/03
ST02	329	Transaction Set Control Number	M	AN	04/09

Example: ST~856~100001.

Segment: **BSN**
Level: *Header*

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
BSN01	353	Transaction Set Purpose Code <i>Field Contents: 00 - Original</i>	M	ID	02/02
BSN02	396	Shipment Identification <i>Field Contents: Unique Shipment ID Assigned by Vendor</i>	M	AN	02/30
BSN03	373	Date <i>Field Contents: Date</i>	M	DT	08/08
BSN04	337	Time <i>Field Contents: Time</i>	M	TM	04/08
BSN05	1005	Hierarchical Structure <i>Field Contents: 0001 – Pick and Pack 0004 – No Pack</i>	O	ID	04/04

Example: BSN~00~18339~20000501~1450~0001.

Segment: HL (Shipment Level)*Level: Detail - Shipment***Data Element Summary**

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
HL01	628	Hierarchical ID Number <i>Field Contents: 1</i>	M	AN	01/12
HL03	735	Hierarchical Level Code <i>Field Contents: S - Shipment Level</i>	M	ID	01/02

Example: HL~1~~S.

Segment: TD1*Level: Detail - Shipment***Data Element Summary**

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
TD102	80	Lading Quantity <i>Field Contents: Number of Packages (Cartons) Shipped</i>	C	N0	01/07
TD107	81	Weight <i>Field Contents: Weight of Shipment</i>	C	R	01/10
TD108	355	Unit of Measure <i>Field Contents: LB - Pounds</i>	C	ID	02/02

Example: TD1~~56~~~~~592~LB.

Segment: TD5*Level: Detail - Shipment***Data Element Summary**

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
TD502	66	ID Code Qualifier <i>Field Contents: 2 - SCAC Code Qualifier</i>	C	ID	01/02
TD503	67	ID Code <i>Field Contents: SCAC Code (Code for Carrier)</i>	C	AN	02/80

Example: TD5~~2~CFCC.

Segment: REF
Level: Detail - Shipment

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
REF01	128	Reference Number Qualifier	M	ID	02/03
		<i>Field Contents:</i> CN - Carrier Reference Number (Pro #)			
REF02	127	Reference Number	C	AN	01/30
		<i>Field Contents:</i> PRO Number			

Example: REF~CN~6444.

Segment: REF
Level: Detail - Shipment

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
REF01	128	Reference Number Qualifier	M	ID	02/03
		<i>Field Contents:</i> BM – Bill of Lading Number			
REF02	127	Reference Number	C	AN	01/30
		<i>Field Contents:</i> Bill of Lading Number			

Example: REF~BM~12345.

Segment: DTM
Level: Detail - Shipment

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
DTM01	374	Date/Time Qualifier	M	ID	03/03
		<i>Field Contents:</i> 011 - Date Shipped			
DTM02	373	Date	C	DT	08/08
		<i>Field Contents:</i> Date			

Example: DTM~011~20000501.

Segment: N1
Level: Detail - Shipment

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
N101	98	Entity Identifier Code <i>Field Contents:</i> SF - Ship From	M	ID	02/03
N102	93	Name <i>Field Contents:</i> Free Form Name	C	AN	01/60

Example: N1~SF~VENDOR.

Segment: N3
Level: Detail - Shipment

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
N301	166	Address Information <i>Field Contents:</i> Ship From Address	M	AN	01/55

Example: N3~2111 OFFICE STREET.

Segment: N4
Level: Detail - Shipment

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
N401	19	City Name <i>Field Contents:</i> Ship from city name	O	AN	02/30
N402	156	State or Province Code <i>Field Contents:</i> Ship from State/Province name	O	ID	02/02
N403	116	Postal Code <i>Field Contents:</i> Ship from Postal code	O	ID	03/15

Example: N4~MIAMI~FL~33113.

Segment: HL (Order Level)*Level: Detail - Order***Data Element Summary**

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
HL01	628	Hierarchical ID Number	M	AN	01/12
		Field Contents: A sequential number for each occurrence of an HL segment, e.g., the first HL segment would contain a '1', the second HL would contain a '2', etc.			
HL02	734	Hierarchical Parent ID	O	AN	01/12
		Field Contents: Identifies the HL level (by ID number) that this HL level is subordinate to.			
HL03	735	Hierarchical Level Code	M	ID	01/02
		Field Contents: O - PO Level			

Example: HL~2~1~O.

Segment: PRF*Level: Detail - Order***Data Element Summary**

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
PRF01	324	PO Number	M	AN	01/22
		Field Contents: PO Number			

Example: PRF~3667382-0101.

IMPORTANT NOTE

The following three segments are for the tare level pick and pack shipment sequence.

Segment: HL (Tare Level)

Level: Detail – Tare

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
HL01	628	Hierarchical ID Number	M	AN	01/12
		Field Contents: A unique number for each occurrence of an HL segment, e.g., the first HL segment would contain a '1', the second HL would contain a '2', etc.			
HL02	734	Hierarchical Parent ID	O	AN	01/12
		Field Contents: <i>Identifies</i> the HL level (by ID number) that this HL level is subordinate to.			
HL03	735	Hierarchical Level Code	M	ID	01/02
		Field Contents: T - Tare Level			

Example: HL~3~2~T.

Segment: MAN

Level: Detail – Tare

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
MAN01	88	Marks and Numbers Qualifier	M	ID	01/02
		Field Contents: GM (SSCC-18 Application Identifier)			
MAN02	87	Marks and Numbers	M	AN	01/48
		Field Contents: 20 position UCC-128 Barcode Number			

Example: MAN~GM~00100340860075232455.

Segment: PAL
Level: Detail – Tare

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
PAL01	883	Pallet Type Code	O	ID	01/02
		Field Contents: Code specifying type of pallet used:			
		1 – Aluminum			
		2 – As specified by the D.O.T.			
		3 – Metal			
		4 – Standard			
		5 – Steel			
		6 – Wood			
		7 – Slip Sheet			
PAL04	356	Pack	O	N0	01/06
		Field Contents: Number of cartons on the pallet.			

Example: PAL~6~~~2.

Segment: HL (Item Level)*Level: Detail -Item***Data Element Summary**

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
HL01	628	Hierarchical ID Number Field Contents: A sequential number for each occurrence of an HL segment, e.g., the first HL segment would contain a '1', the second HL would contain a '2', etc.	M	AN	01/12
HL02	734	Hierarchical Parent ID Field Contents: <i>Identifies</i> the HL level (by ID number) that this HL level is subordinate to.	O	AN	01/12
HL03	735	Hierarchical Level Code Field Contents: 1 - Item Level	M	ID	01/02

Example: HL~4~3~1.

Segment: LIN*Level: Detail - Item***Data Element Summary**

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
LIN02	235	Product/Service Qualifier Field Contents: <i>VA</i> - Vendor's Product Number	M	ID	02/02
LIN03	234	Product/Service ID Field Contents: *Product Number	M	AN	01/48
LIN04	235	Product/Service Qualifier Field Contents: <i>IN</i> -Item Number	C	ID	02/02
LIN05	234	Product/Service ID Field Contents: Buyer's Item Number	C	AN	01/48
LIN06	235	Product/Service Qualifier Field Contents: <i>UP</i> – UPC Code	C	ID	02/02
LIN07	234	Product/Service ID Field Contents: 12-position UPC Number	C	AN	01/48

Example: LIN~~VA~53401~IN~0303222~UP~051131069060.

*Must be in the same format as received on the 850, i.e. if the 850 PO107 (VA#) is 38633, "38633" is correct and "38-633" is incorrect.

Segment: SN1
Level: Detail - Item

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
SN102	382	Number of Units Shipped <i>Field Contents:</i> *Number of Order Units	M	R	01/10
SN103	355	Unit of Measure <i>Field Contents:</i> Unit of Measure	M	ID	02/02

Example: SN1~~350~EA.
*SN102 must be transmitted in Order Units

Segment: CTT
Level: Summary

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
CTT01	354	Number of Line Items <i>Field Contents:</i> Total # of HL Segments	M	N0	01/06

Example: CTT~5.

Segment: SE
Level: Summary

Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
SE01	96	Number of Included Segments	M	N0	01/10
SE02	329	Transaction Set Control Number	M	AN	04/09

Example: SE~24~10001.